

LANCASTER COUNTY WARD CLERK

NATURE OF WORK

This is routine clerical work maintaining resident records within a county operated skilled and intermediate care facility.

Work involves maintaining accurate and complete medical records in accordance with standard operating rules and regulations. Work also involves scheduling resident physician appointments; transcribing physician's orders; maintaining an ongoing care log on each resident; distributing medical mail; assuring timely receipt of resident medical reports from physicians, labs and hospitals; and maintaining necessary office supplies at nursing station. Supervision is received from the Medical Records Coordinator with work reviewed in the form of results achieved and compliance with internal, state and federal guidelines.

EXAMPLES OF WORK PERFORMED

Route physician recertification forms to nursing staff for review; schedule resident physician appointments to comply with Federal rules and regulations and/or physician's request; maintain ongoing log on each resident, i.e. physician's visits and frequency resident is to be seen by physician.

Transcribe physician's orders to initiate medical treatment for residents; update medical kardex to ensure accuracy of current physician's orders; schedule lab and x-ray examinations per physician's orders; maintain log and assure routine lab work is accomplished as ordered.

Notify other departments by status form and/or calling of any resident transfers, admissions, re-admissions, discharges or deaths; accurately distribute medical mail to appropriate departments/nursing stations; maintain paper and office supplies necessary to complete medical documentation at nursing station.

Maintain resident medical files; remove excess records from active medical files on routine basis; and file pulled excess records in approved discharge order.

Prepare paperwork and chart set-ups for admissions and re-admissions and distribute and update resident identification bracelets; complete medication sheets, bowel management forms, and personal care sheets as appropriate.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of completing and maintaining medical reports and record forms utilized in a skilled and intermediate care facility.

Some knowledge of medical terminology.

Some knowledge of clerical procedures and practices.

Ability to operate standard office equipment including photocopier, typewriter and microcomputer.

Ability to establish and maintain effective working relationships with residents, co-workers and the general public.

Ability to understand and follow both oral and written instructions.

Ability to maintain accurate records reflecting adult and geriatric health care services provided.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with experience maintaining medical records and performing routine clerical work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some training or experience in maintaining medical records or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised 10/96

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